

Department of Elementary and
Secondary Education

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MEDIA AND TECHNOLOGY

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It seems hard to believe it is the first of May.
I guess it is true time flies when you are
having fun.

LIBRARY STANDARDS AND CORE DATA

The Core Data report is due by the 30th of
June. I am sure the school district Core Data
person will want it turned in before that time
so he/she will be able to enter the
information and send it to the Department in
a timely manner.

I have created .pdf forms of the time-
sensitive worksheets and the planning and
evaluation worksheets and posted them on
the web. They are not wonderful but I hope
they will be of help. You must have Acrobat
Reader to use them.

The good news: I have automated as much
of the mathematics as possible. Please use
the **TAB** key to move through the
worksheets **or** the mathematics will not
work. Once the worksheet information has
been entered, the information will
automatically be moved to the Planning and
Evaluation Sheet. Wait until you see blue
boxes on the screen and then you can enter
information. Hopefully this will save time
and errors in transfer.

The bad news: you cannot save the
information. You must work in one setting
or you will lose the information. The
information may be entered and printed but
not saved to disk.

The only way the information **could** be saved
is if you own or purchase Adobe Acrobat
(the full program, not just the free Acrobat
Reader).

I have also created two new worksheets for
your convenience: Professional Collection
and Periodicals. I am hopeful these will be
of assistance.

You must give the completed planning and
evaluation worksheets to the Core Data
person. The numbers are **not automatically**
transmitted to the Department!

The web address for the Standards and for
the forms is
<http://www.dese.state.mo.us/divimprove/curriculum/standards/lmcstand.htm>

FREQUENTLY ASKED QUESTIONS ABOUT THE LIBRARY MEDIA CENTER STANDARDS

There is a Frequently Asked Questions (FAQ) available for the Library Standards. It is available on the web.

<http://www.dese.state.mo.us/divimprove/curriculum/standards/lmcstand.htm>

BUILDING COLLECTION IMPROVEMENT PLAN

After you have completed the Planning and Evaluation Worksheet and given the information to the Core Data person in your district, breathe a sigh of relief and rest a bit. There is only one more step you need to complete using this information.

Each building in the state must have a building collection improvement plan (MSIP requirement). This is a multi-year plan; I suggest the number of years until your next MSIP, focusing on improving the building collection.

Step 1: Review the Planning and Evaluation Worksheet.

Identify weaknesses

- Quantities
 - Level 1, 2, 3
- LMS's overall evaluation

Step 2: Review what you know about the curricular support needs of the teachers and the collection.

Identify weaknesses

- LMS's overall evaluation on planning and evaluation worksheet
- knowledge of curriculum support materials
 - age
 - quality

Step 3: Decide the priority need of the collection. It may be fiction, nonfiction, reference, machine-dependent visuals, etc. The decision is up to you, the professional library media specialist, as you work with the collection, the staff and the students on a daily basis.

Step 4: Write the plan. Keep it short and to the point.

Section I

- Detail the building collection need.
- Defend the reason(s) for choosing the need. Is it a lack of quantity, new curriculum, out dated materials, lack of quality, etc.?
- Detail the number of materials you think could reasonably be gained each year.
- Estimate the annual cost of the materials.

Section II

- Detail the source of funds. Will Freetext, Title VI, or Local funds be used. Grant funds are nice as extra but are not dependable funds that can be used in planning.

Section III

- Track the progress.

A **sample** plan is included at the end of the newsletter. The format is flexible but it should include the listed components in Step 4. Please keep the plan simple and short.

LMS REQUIRED RATIO PER STUDENT

I have addressed this in the past but it has been several years so I think it is time to repeat the information.

MSIP requires Professional Support Staff in specific ratios depending on the student population they are serving. This information may be found in the printed Integrated Standards and Indicators Manual: Accreditation Standards for Public School Districts in Missouri (effective July 2, 2001) or on the web

<http://www.dese.state.mo.us/divimprove/msip/>

The Standard is 3.1 **Library Media Staff – Certificated librarians and/or library media specialists are assigned consistent with the following ratios, based on the student enrollment at each building:**

MINIMUM STANDARD

Students	FTE
1-200	.20 (1 day)
201-400	.40 (2 days)
401-600	.60 (3 days)
601-800	.80 (4 days)
801-1000	1.00 (5 days)
1001-1200	1.20
1201-1400	1.40
1401-1600	1.60
1601-1800	1.80
1801-2000	2.00 (etc.)

A district with a population of 350 students (requires .40 = 2 days per week) wants to hire a LMS half time. They may assign the work hours in several different ways and meet the minimum requirement.

Examples:

8 a.m.-12 p.m.each day of the week

8 a.m. – 4 p.m. Mon. and Tues and 8 a.m. – 12 p.m. Wed.

8 a.m. – 4 p.m. Mon. and Wed and 8 a.m. - 12 p.m. Fri.

During the times the certified LMS is not in the LMC, the district will need to provide a paid clerk (para-professional, secretary, etc.) in the LMC to provide accessibility for staff and students (MSIP requirement).

DESIRABLE STANDARD

Students	FTE
1-150	.20 (1 day)
151-300	.40 (2 days)
301-450	.60 (3 days)
451-600	.80 (4 days)
601-750	1.00 (5 days)
751-900	1.20
901-1050	1.40
1051-1200	1.60
1201-1350	1.80
1351-1500	2.00 (etc.)

In the Desirable Standard ratio table, the same school district (350 students) will need to hire a certified LMS .60 = 3 days per week. Again, they may decide how they will assign the work hours.

DESE WEB ADDRESS CHANGE

There has been some reorganization at DESE. The Division of Instruction has been changed to the Division of School Improvement and has had several sections added to the division including Core Data, MSIP and School Improvement Initiatives.

The new web address for the Division web page is www.dese.state.mo.us/divimprove.

The new web address for Library Media Centers is
www.dese.state.mo.us/divimprove/curriculum/lmcindex.htm.

If you have the Library Media Center section of the DESE web site bookmarked, please change the address of the bookmark.

INTEGRATED, COLLABORATIVE, LMC PROGRAM

For the past two years, Joyce Needham, an elementary LMS in two Springfield, Missouri schools, has implemented a flexible, collaborative, integrated LMC program for grades 3-5. For grades K-2 she provides a 30-minute weekly class.

She has been using the Big6 with the elementary students for some time and it is the backbone of her information literacy (LMC) program. She recently submitted an article for the Big6 e-newsletter to share her experiences with Big6 and how she thinks it can improve student performance on the Missouri Assessment Program (MAP). She firmly believes that if Library Media Specialists can make that connection, then other professionals in our schools will see how valuable the LMC program is and why it needs to be an integrated, collaborative, and flexible program.

Joyce has shared her experience at past MASL conferences. The address of her article is:
<http://big6.com/enewsletter/needham.shtml>
Congratulations to Joyce for her success in implementing such a successful program and thanks to her for sharing with all of us.

Joyce Needham, a Missouri educator for 27 years, has served as an elementary Library Media Specialist for the Springfield Public

Schools (Springfield, Missouri) for the past ten years. She earned Bachelor's and Master's degrees from Southeast Missouri State University in Cape Girardeau.
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DICK AND JANE GO TO THE HEAD OF THE CLASS

School Library Journal had an article in the April 1, 2000 issue of their journal titled "Dick and Jane go to the Head of the Class." I suggest you revisit the article and share it with your administrator. The article offers findings from the Alaska, Pennsylvania, and Colorado studies which confirm "*one clear and consistent finding that is supported by our research: a school library media program with a **full-time library media specialist, support staff, and a strong computer network (one that connects the library's resources to classrooms and labs) leads to higher students achievement, regardless of social and economic factors in a community.***"

Go through the article and highlight the specific sections dealing with the test score statistics. Follow the web links to the complete studies to find more information to support your position.

The article may be found
http://www.slj.com/articles/articles/20000401_7475.asp

PERFORMANCE-BASED LIBRARY MEDIA SPECIALIST EVALUATION (PBLMSE)

Developed in 2000, the PBLMSE is an evaluation model school districts may use to effectively evaluate LMS performance while encouraging professional growth. Developmental and reflective practice needs have been integrated into the model. The evaluation system is characterized by

- Both evaluative and professional development processes
- Self-directed professional development for LMS
- Clear criteria and standards, supporting the Show-Me Standards, student performance and assessment
- Clear procedures for the evaluation or performance
- An emphasis on training for both LMS and administrators; and
- A collaborative process which is necessary for the development of a learning community.

A performance-based LMS evaluation system is critical to improving the Library Media Center (LMC) management and instruction, thus improving student knowledge and performance. Performance-based LMS evaluation is intended to assist administrators and LMSs in creating a learning environment in which students acquire and apply knowledge and skills.

I have a limited number (approximately 1000) of print copies. To request a printed copy of the PBLMSE, email dcash@mail.dese.state.mo.us. The information is available on the web if we deplete the print supply. <http://www.dese.state.mo.us/divteachqual/pr ofdev/LMS.pdf>

Special thanks to Mary Ann Russell, Rolla; Vicki Guier, Warrensburg; and Sheryl Kiefer, Lee's Summit for serving on the committee.

MISSOURI EDUCATIONAL TECHNOLOGY CONFERENCE: 2001: A TECHNOLOGY ODYSSEY

The 12th annual technology conference, sponsored by Missouri Department of

Elementary and Secondary Education and MOREnet, will be held at Tan-Tar-A, Osage Beach, Mo. October 7-9, 2001.

AVERAGE BOOK PRICES

Source: School Library Journal March 2001
http://www.slj.com/articles/opinion/20010301_9637.asp

HARDCOVER			
CHILDRENS/YA	1999	2000	2001
Average – All titles	16.66	17.57	18.58
PreS – grade 4	15.97	15.55	16.01
Grade 5 + (fiction)		15.91	16.10
Grade 5 + (nonfiction)		21.26	21.49
ADULT	1999	2000	2001
Fiction	21.92	22.53	N/A
Nonfiction	50.82	51.75	N/A

VIDEOS FOR ALL LEARNERS

As of May 1, 2001, the Videos for All Learners (VAL) program at the Center for Innovations in Special Education (CISE) is being terminated. The VAL program has recently been under evaluation. When VAL began in 1996 it was intended to:

- Offer videotapes aligned with the Show Me Standards that would assist schools in meeting the educational needs of diverse learners
- Operate on a cost-recovery basis.

Even though CISE made great progress toward the first by reaching more than 50 school districts, we have not been successful at self-sufficiency.

It is with regret that we must terminate the VAL program. **Participating districts must return the VAL videotapes by May 31.** Many thanks to the districts who have participated in the VAL program.

(Refer to page 2 for explanation)

SAMPLE SAMPLE SAMPLE SAMPLE

BUILDING COLLECTION NEED: SECTION I

After completing the Planning and Evaluation Worksheet, determining the quality of the collection, and prioritizing the weaknesses identified, I have identified nonfiction areas as the most needy. Over the next three years, (next MSIP review) we will improve the nonfiction collection while maintaining the entire collection.

We need to purchase a minimum of 952 volumes to reach Level 1 of the Standards. Within nonfiction, the areas of science and social issues will be targeted, as they are high use areas in the curriculum. Each year we will gain 65 titles specifically in these areas. The estimated cost for this targeted area is 65 titles x \$51.75 (average cost of nonfiction titles according to School Library Journal) = \$3363.75.

SOURCE OF FUNDS: SECTION II

Over the next three years, funds will be used from the following sources.

1. Local or free textbook funds (\$1863.75) will be obligated to purchase these materials.
2. Library media center funds will be combined with \$750.00 from departmental funds (science and social studies) for a total of \$1,500.00.

TRACKING PROGRESS: SECTION III

YEAR	VOLUMES GAINED	\$ SPENT LOCAL OR FREE TEXT (strategy #1)	\$ SPENT JOINT DEPARTMENT (strategy #2)
2001-2002		\$	\$
2002-2003		\$	\$
2003-2004		\$	\$
TOTALS		\$	\$